

CLASS TITLE: Supervisor of License Issuance

CHARACTERISTICS OF THE CLASS: Under general supervision, coordinates the issuance of licenses for the office of the City Clerk; and performs related duties as required.

ESSENTIAL DUTIES: Supervises staff engaged in the sale and distribution of City of Chicago operating and ownership licenses; coordinates the issuance of original, duplicate and replacement licenses including general business, liquor, tobacco, pet and State of Illinois hunting and fishing licenses; manages over-the-counter sales and mail order licensing operations; coordinates with the Department of Revenue on matters concerning the processing and approval of license applications and the printing of license certificates; maintains inventory records pertaining to license decals, tags and medallions; interprets policies and procedures relating to ordinances regulating license issuance; interacts with other City departments to verify clearance for the sale of licenses in accordance with the City's Indebtedness Program; maintains operational records and prepares work reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Four years of progressively responsible clerical experience including two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of administrative and clerical practices and procedures. Considerable knowledge of record keeping and filing techniques. Good knowledge of license application processes.

Ability to coordinate intradepartmental activities. Ability to prepare and maintain accurate reports and records.

Considerable skill in the administration of general office procedures. Good oral and written communication skills. Good supervisory skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May 1994